COTS ENTERPRISE ARCHITECTURE WORKGROUP

MINUTES

June 7, 2001

DIT Executive Conference Room
1:30 PM

ATTENDANCE

Members:

Bethann Canada, DOE; Linda Foster, TAX; Bill Mize, DITRandy Horton, DRS; Troy DeLung, DEQ;.

Guests, Representatives, and Staff:

Guests

Dan Ziomek, DTP; Doug Leber, Tivoli/IBM.

Representatives

None.

Staff

Paul Lubic, DTP; Diane Wresinski, DTP; Brian Mason, DTP; Paul Bucher, VDOT.

Members Absent:

David Molchany, Fairfax County (Co-chair); Murali Rao, VDOT (Co-chair); Tim Bass, VRS; Randy Horton, DRS; James Jokl, UVA; Ted McCormack, CLG; Troy DeLung, DEQ; Bob Haugh, DOC; Bob Pontius, VEC; Tim Bass, VRS Jerry Simonoff, DTPBob Haugh, DOC; James Jokl, UVA; Ted McCormack, CLG.

WELCOME AND OPENING REMARKS:

Paul Lubic was asked by the Co-chairs to facilitate the workgroup meeting. Paul Lubic convened the meeting of the COTS Enterprise Architecture Workgroup at 1:30 PM. Paul announced that the

Enterprise Architecture documents were unanimously approved by COTS at their May 17th meeting. On behalf of the Co-chairs, Paul lauded the workgroup members and the domain team representatives for their hard work on, and contribution, to these Enterprise Architecture documents. Paul indicated that an Information Technology Bulletin was being prepared by DTP that advises state agencies, institutions of higher education, and local government agencies of this COTS action. Paul also indicated that the approved EA documents had been posted to the EA website. It was suggested by Paul Bucher that the bulletin also be sent to Federal EA List Servers as well.

APPROVAL OF MINUTES:

The minutes of the May 3, 2001 meeting were approved.

PROCUREMENT PARTNERSHIP REQUEST:

Based on a presentation by Leslie Carter and Paul Dodson at the March 15th meeting concerning Statewide IT Procurements, the EA Workgroup was scheduled to decide if the EA Workgroup should be responsible for the hardware and software categories.

Discussion

This item was tabled to the next meeting, until more members were present to vote.

Action Items

Reset as agenda item for next meeting.

STATUS REPORT from EA COMMUNICATIONS TEAM:

Bethann Canada, EA Communication Committee Chair, facilitated review of the Enterprise Architecture Communications Program document, as developed by the committee. Bethann directed the workgroup's attention to the multiple audiences and media targeted by the Work Plan. Bethann also distributed copies of the EA Brochure, which will be distributed at the upcoming DIT Summit on May 12th. It was noted that a presentation using real examples from VDOT and DOE was planned as part of the DIT Summit breakout session. It was further noted that DTP, acting in the role of EA Support Staff, would implement said work plan.

Discussion

Workgroup members agreed that the communication program was well structured and developed, and they endorsed the approach and the timeline proposed. They complimented the brochure as "eye-catching" and "addresses initial questions". Attendees requested copies to take back to their

organizations.

Action Items

The Workgroup endorsed the EA Communication Program.

DISCUSSION of NEXT DOMAIN ARCHITECTURES

Discussion

Paul Lubic facilitated a discussion concerning which of the remaining domains should be prioritized next for development. He stated that there would also be input to this decision from other sources. The members in attendance felt that the priority order of the remaining infrastructure domains should be 1) Platform; 2) Application; 3) Cost Allocation; 4) Information; 5) Data Base; and 6) Systems Management Architecture.

The following drivers were addressed for each domain, respectively:

a. Platform — Client server/N-tier/Web Server decision-making guidance and documentation is needed. Current documentation is mainframe-oriented.
b. Application — The current available documentation on life-cycle development needs to be updated and is mainframe-oriented. Application development guidance for the Internet and intranet is needed, including presentation and development standards.
c. Cost Allocation — Without appropriate cost allocation, the burden of bearing infrastructure costs is borne by "first-in" users. Cost allocation is viewed as a key to collaboration. It needs to begin now and done in parallel to other domains, as it will most likely take an extensive time period to develop an enterprise solution(s)
d. Information — Meta data and shared repository guidance is needed, and the logical structure identified by this domain should precede the physical structure identified by the database domain.
e. Data Base — Physical structures are currently relatively stable. Physical models should follow logical models.
f. Systems Management — The "components" of the systems, which will be identified by the other domains, should be adequately identified first.

The team discussed alternatives for building the next teams. The following three alternatives were mentioned:

❍ Seed with experienced members from Security, Network and Middleware teams.
❍ Review initial Nomination Sheets.
❍ Seek out interested parties at DIT Summit.

The team discussed some alternatives for working with E-government and GIS to support the

development and documentation of their respective architectures.

Action Items

1. It was agreed that DTP would craft and send out an e-mail to each EA Workgroup member requesting that they comment on the priority order recommended above. Further discussion and a call for a vote would be made at the next EA Workgroup meeting concerning this item.

AJOURNMENT

Paul Lubic adjourned the meeting at 3:00 pm.

Meeting Schedule:

The next workgroup meeting will be July 12, 2001 in the DIT Executive Conference Room @ 1:30 PM.